



THE MISSISSIPPI STATE BOARD OF ARCHITECTURE
LANDSCAPE ARCHITECTURE + INTERIOR DESIGN ADVISORY COMMITTEES

2016

ANNUAL REPORT

JANUARY 31, 2017

Jenny Owen
Executive Director
2 Professional Parkway, #2B
Ridgeland, MS 39157
601-856-4652 (main)
601-856-6760 (direct)
601-259-0881 (mobile)

MISSISSIPPI STATE BOARD OF ARCHITECTURE

2016 ANNUAL REPORT

BOARD OF ARCHITECTURE MEMBERS

MSBOA is composed of five members. The Governor appoints the members of MSBOA, with each member serving a five-year term. Terms are staggered so that the term of not more than one member should expire each year on June 1. Each member serves until the expiration of the term or until his or her successor is duly appointed and qualified. A member of the Mississippi Board of Architecture must be a licensed architect in Mississippi, a resident of this State, and must have been engaged in the practice of architecture for at least seven (7) years.

Richard McNeel, President	Jackson	Term Ends: Held Over
Gregory Durrell, Sectary/Treasurer	Clinton	Term Ends: July 1, 2020
Michael A. Boerner	Jackson	Term Ends: May 31, 2018
Larry Bishop	Flowood	Term Ends: Mary 31, 2017
David Hardy	Biloxi	Term Ends: Held Over

LANDSCAPE ARCHITECTURE ADVISORY COMMITTEE MEMBERS

LAAC consists of five members appointed by the Governor from a list of three nominees supplied by the Mississippi Chapter of the American Society of Landscape Architects (ASLA). Each member holds office for five years, or until the appointment of his or her successor.

Robert P. Mercier, Chairman	Tupelo	Term Ends: July 12, 2018
Christopher B. Hoffman, Secretary	Clinton	Term Ends: July 12, 2019
Frank D. Alley	Jackson	Term Ends: June 12, 2017
Temple W. Barry	Jackson	Term Ends: Held Over
James A. Jackson	Jackson	Term Ends: Held Over

INTERIOR DESIGNER ADVISOR COMMITTEE

IDAC consists of five members appointed by the Governor from nominees provided by the Mississippi Coalition for Interior Design. Each member holds office for five years, or until the appointment of his or her successor.

Beth R. Miller, Chairman	Starkville	Term Ends: Held Over
Alvis E. Lawson, Secretary	Bay St. Louis	Term Ends: June 1, 2018
Sheryl G. Fox	Jackson	Term Ends: June 1, 2017
Deborah M. Holstein	Biloxi	Term Ends: June 1, 2019
Vacancy*		

**Former member Dottie Gozan resigned for personal reasons.*

ABOUT THE AGENCY

MSBOA is a consolidation of three regulatory bodies. The Board of Architecture, the Landscape Architecture Advisory Committee, and the Interior Design Advisory Committee each have 5 members, for a total of 15 members. Collectively, the agency is referred to as MSBOA. MSBOA employs two full-time employees who are assisted by contracted attorneys and a contracted private investigator.

MISSION STATEMENT

The mission of MSBOA is to protect the public's life, health and property through the regulation of the professions of architecture, landscape architecture and certified interior design.

AGENCY PHILOSOPHY

MSBOA will strive for efficiency and quality throughout the organization by:

- Ensuring that registrants meet minimum standards of competency through education, experience, and examination.
- Requiring licensure on the part of any person practicing or offering to practice architecture or landscape architecture.
- Requiring certification for any person using the title Mississippi Certified Interior Designer.
- Establishing standards of practice and codes of conduct.
- Enforcing the laws, rules, and regulations governing title use and professional practice in a fair and consistent manner.
- Empowering the public, allied professionals and local building officials by providing education and information.

VALUES

- Service Oriented
 - MSBOA will remain focused on and committed to serving the public as a regulatory and consumer protection agency.
- Professional
 - MSBOA will provide quality and efficient service in a courteous and professional manner, treating all clients with dignity and respect.
- Progressive
 - MSBOA will make full use of current technology and best practices.
- Principled
 - MSBOA will serve the public earnestly and ethically.
- Stewardship
 - MSBOA will be a good steward of the resources entrusted to it.
- Collaborative
 - MSBOA will cultivate a mutually beneficial relationship with allied state, regional and national organizations and agencies.

GOALS

- Professional Licensure/Certification
 - Ensure, through a thorough and efficient process, that any individual obtaining licensure, certification or renewal has the necessary skills and knowledge to practice.
- Public Protection, Safety and Well-Being
 - Enforce laws, rules and regulations in order to protect the public.
- Outreach and Collaboration
 - Increase public and professional awareness of MSBOA and its mission, activities, programs and services.
- Organizational Effectiveness
 - MSBOA will continue to ensure and improve effectiveness and efficiency.

RELEVANT STATEWIDE GOALS AND PHILOSOPHIES

- Protect the safety and well-being of the State's citizenry.
- To insure the construction and maintenance of infrastructure (including roadways, waterways, railways, airports, water and sewer systems, pipelines, electricity lines, broadband connections, public buildings) adequate to meet the needs of citizens and the business community and to foster economic growth.
- To protect Mississippians from risks to public health and to provide them with the health-related information and access to quality healthcare necessary to increase the length and quality of their lives.
- To ensure that current and future generations have access to the state's abundant natural resources through restoration, protection, conservation, and wise development of those resources.
- Practicing accountability and transparency at every level of government.
- Placing ultimate value on efficiency and effectiveness of government services.

DID YOU KNOW?

- The potential price of incompetence by one designing a building or an outdoor site/project is injury or death.
 - The creation and preparation of designs for the construction of a building or project by one who is incompetent could lead to serious injury or death, financial loss, or loss of property.
 - Injury or death could impact not just one person, but all the inhabitants of a building.
- Extensive information is available upon request to more fully describe the need to protect the public through the regulation of architecture, landscape architecture and certified interior design.
- MSBOA's members essentially serve as volunteers (receiving \$40 per day for official board meetings and service). Members take time out of their practices and jobs to become public servants. They do so out of a desire to protect the public.
- Members and staff consistently exhibit professionalism, responsibility and stewardship in their actions.
- In 2011, MSBOA's took on an additional profession – Certified Interior Designers. MSBOA did so without adding additional staff.
- MSBOA has focused very specifically on efficiency. In fact, MSBOA was one of Mississippi's first agencies to transition to online applications when eGov was introduced in 2001. With over 90% of MSBOA's licensure services occurring online, efficiency is the norm at MSBOA.
- In the past few years, MSBOA has continued its quest for continual improvement by developing and launching a new website and online application system. The project will conclude over the next 18 months with the final step of transitioning hard copy historical files to the new "paperless" licensing system. This will put MSBOA ahead of many of its counterparts in Mississippi and other states. This project has been so successful that both ITS and Mississippi Interactive have singled it out as one of their better accomplishments.
- Other examples of efficiency include paperless board meetings, electronic application approval, a work-horse of a website full of in-depth information and online services, and in-house bookkeeping/budgeting by staff (including Magic and LBO ABRS budgeting).
- Several of MSBOA's members have served at the highest level for the national examination and credentialing organizations, thereby giving Mississippi a seat at the table as major decisions were made regarding professional education, training, examination, and reciprocal licensure. Members and staff volunteer in these roles, and although Mississippi is not responsible for the travel expenses related to the national and regional officer positions, the state benefits greatly from these opportunities.

- MSBOA has led the effort to write a comprehensive handbook on building design and construction. The handbook will provide building official and practitioners with a synopsis of requirements intended to ensure a safe built environment for our citizens.

BUDGET

	FY16 Actual	FY17 Estimate	FY18 Request
Salaries/Wages/Fringe Benefits	\$156,043	\$157,223	\$158,423
Travel	26,798	33,000	33,000
Contractual Services	145,784	144,331	149,431
Commodities	11,428	11,035	11,035
Capital Outlay/Equipment	2,728	2,500	1,000
Total	\$342,781	\$348,089	\$352,889

SPECIAL FUND/BREAK-EVEN PLANNING

MSBOA seeks to essentially break-even through the two-year income cycle (see Revenue, below). The agency strives to retain approximately one year of operating expense at the lowest point in the fund balance, which occurs just prior the renewal season in the fall of each odd calendar year. MSBOA takes a long look, 10 years out, to manage this break-even funding ideal. This long-range planning has allowed MSBOA to keep any fee increases to 10-year intervals, and then only as needed.

REVENUE/TWO-YEAR INCOME CYCLE

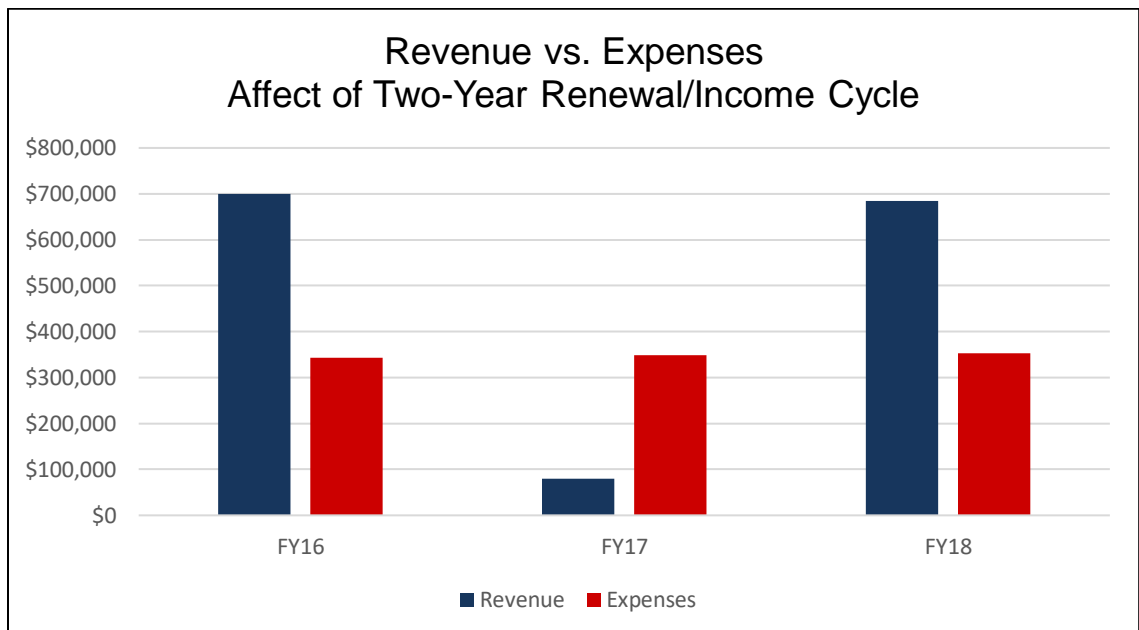
Revenue by Fiscal Year

FY16	\$699,566 (actual)
FY17	\$80,000 (estimate)
FY18	\$685,000 (estimate)

Two-Year Income Cycle

MSBOA operates within a two-year income cycle because registrants renew every other year. Renewal fees are realized in even numbered fiscal years, thus revenue is much higher in those fiscal years. Consequently, expenditures, which remain fairly constant year-to-year, exceed revenue during odd numbered fiscal years.

80% of MSBOA's revenue is from renewals which occur in even numbered fiscal years.

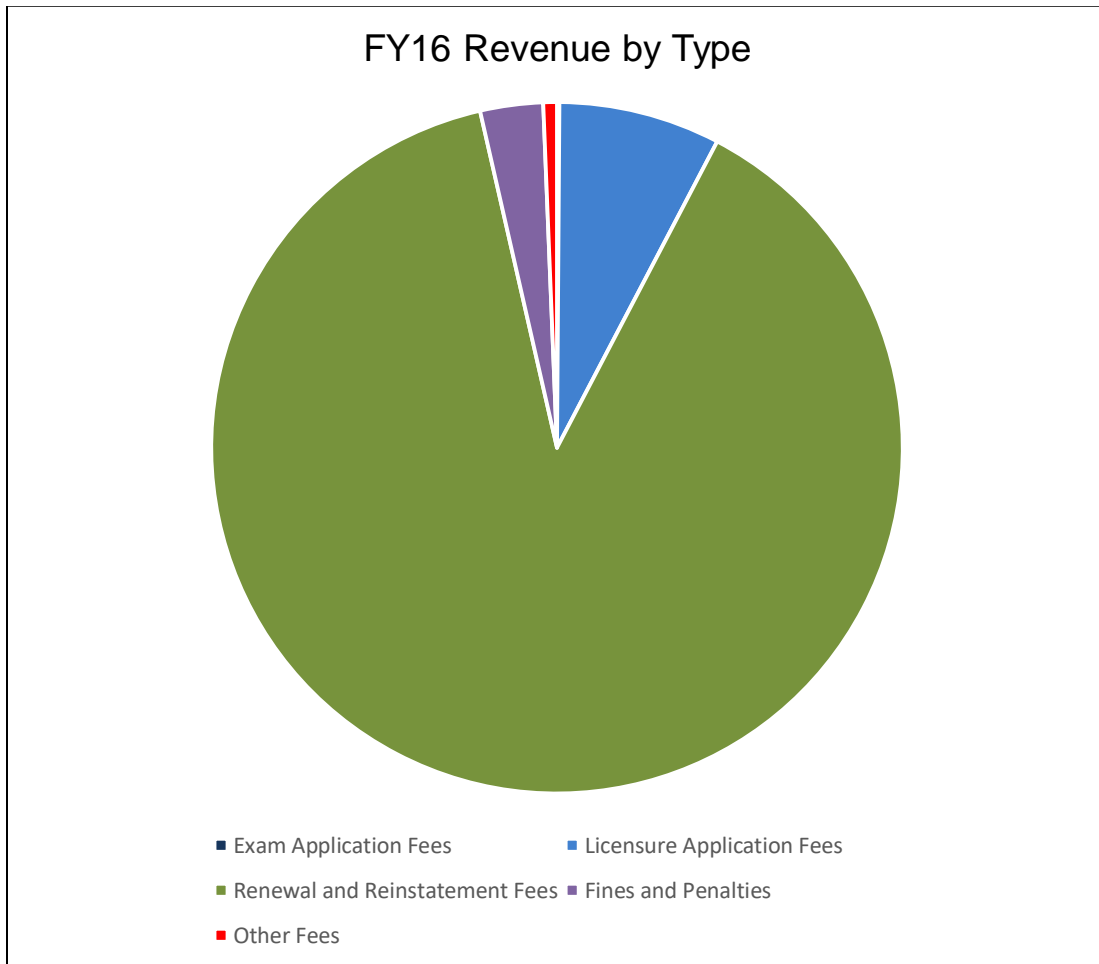


REVENUE BY PROFESSION

	FY16 Actual	FY17 Estimate
Architects	\$627,147	\$70,000
Landscape Architects	\$53,864	\$6,000
Certified Interior Designers	\$14,095	\$1,000
Other Income	<u>\$4,460</u>	<u>\$3,000</u>
Total	\$699,566	\$80,000

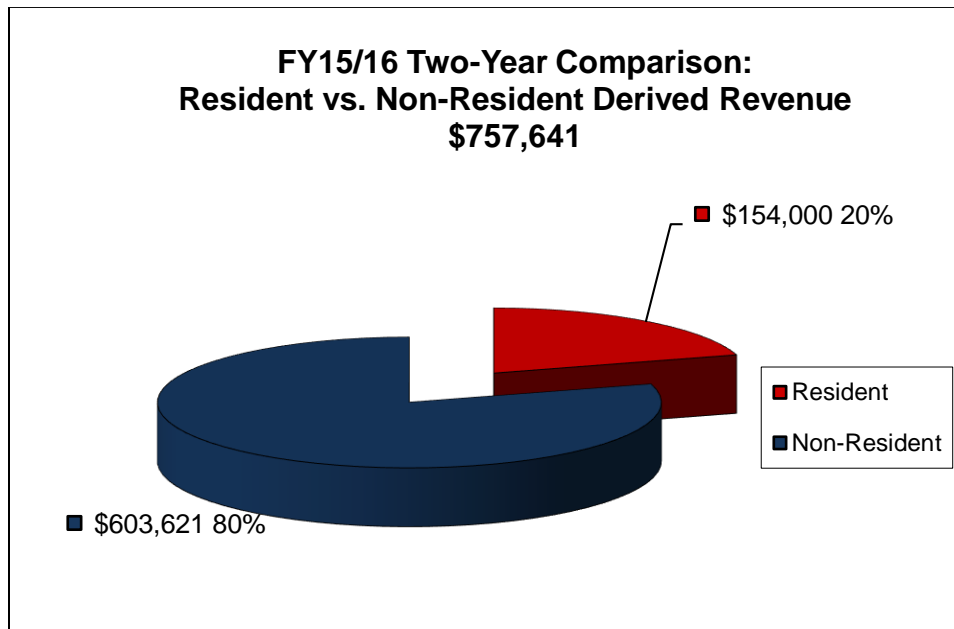
REVENUE BY TYPE

	FY16 Actual	FY17 Estimate
Renewal and Reinstatement Fees	\$620,875	\$8,200
Licensure Application Fees	\$52,900	\$52,000
Fines and Penalties	\$20,551	\$16,000
Other Fees	\$4,460	\$3,000
Exam Application Fees	<u>\$780</u>	<u>\$800</u>
Total	\$699,566	\$80,000



REVENUE BY SOURCE/RESIDENT VS. NON-RESIDENT

80% of MSBOA's revenue is from out-of-state registrants. During the most recent two-year income cycle of FY15/FY16, revenue was \$757,641. Of this, \$603,621 was from non-resident (out-of-state) registrants.

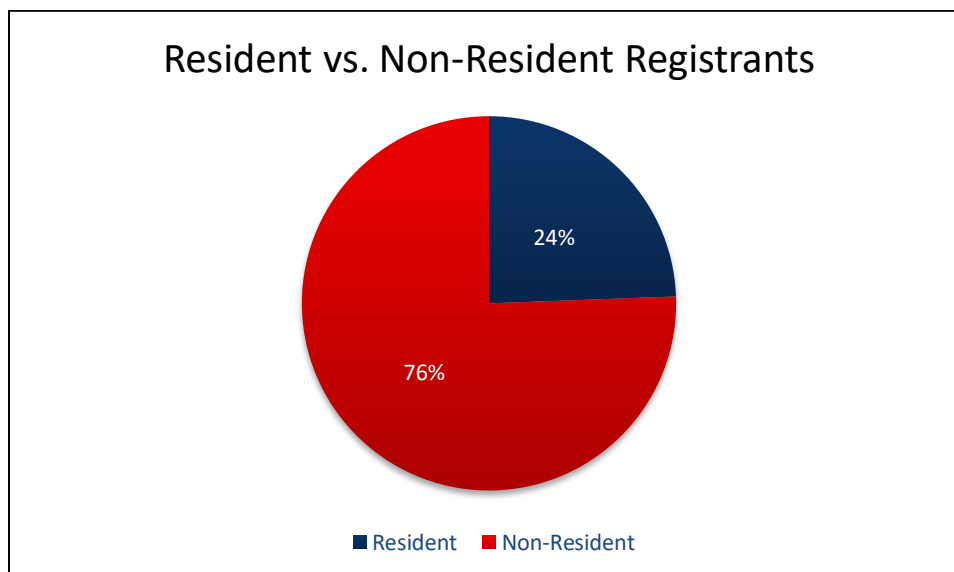


LICENSURE BY TYPE AND LOCATION

Figures are as of December 19, 2016.

76% of MSBOA's registrants are from out-of-state, while 24% reside in Mississippi.

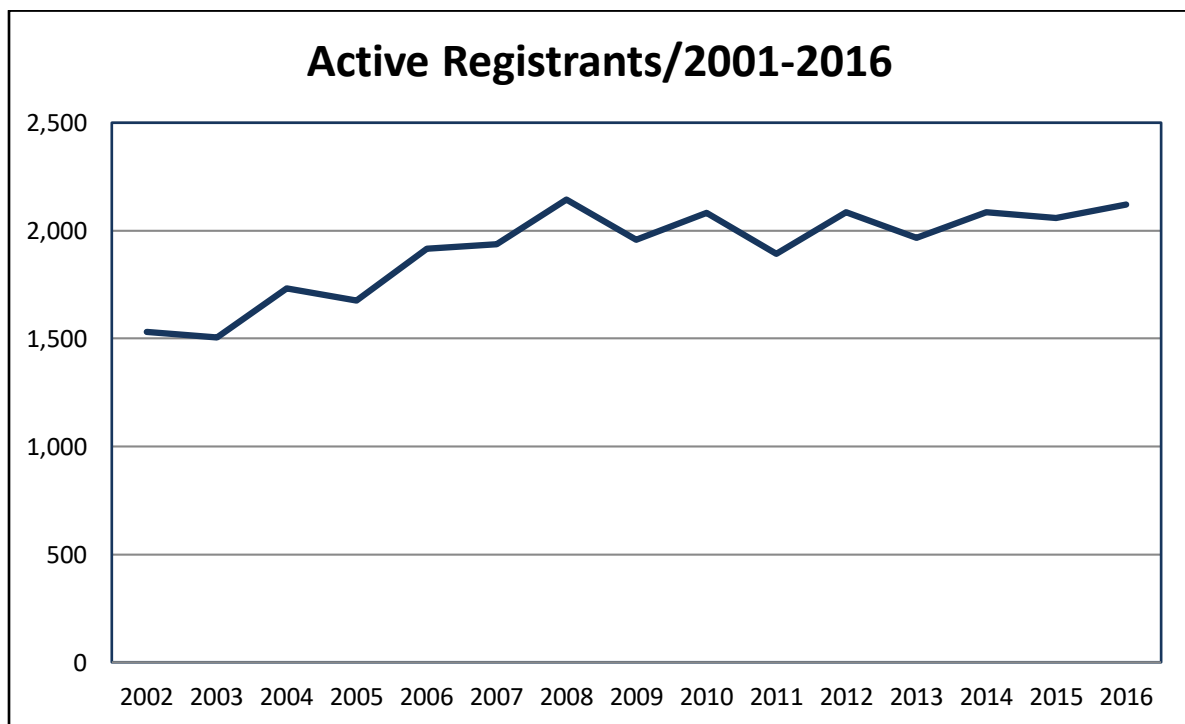
	Architects	Landscape Arch.	Interior Designers	Total
Resident	359	108	51	518
Non-Resident	1,439	157	8	1,604
Total	1,798	265	59	2,122
Percentage	85%	12%	3%	



LICENSURE BY YEAR (AT CALENDAR YEAR-END)

The number of active license holders fluctuates within the two-year licensure cycle. Numbers provided are active license holders at calendar year-end.

Year	Licensees
2001	1,398
2002	1,532
2003	1,505
2004	1,732
2005	1,675
2006	1,917
2007	1,936
2008	2,144
2009	1,957
2010	2,082
2011	1,894
2012	2,086
2013	1,968
2014	2,084
2015	2,060
2016	2,122



AGENCY EFFICIENCIES, OUTPUTS AND OUTCOME

	FY16 Actual	FY17 Estimate	FY18 Projected
Program Outputs			
Number of Outreach/Educational Presentations	6	8	8
Number of Complaints Received	25	25	25
Number of New Licenses Granted	121	103	103
Number of Licenses/Certificates Renewed	1,931	10	1,931
Number of Licenses/Certificates Reinstated	18	20	20
Program Efficiencies			
Percentage of accepted continuing education audits	100%	85%	85%
Percentage of renewals processed online	99%	85%	85%
Percentage of new applications processed online	80%	80%	80%
Percentage of completed applications free of eligibility issues processed within 3 weeks	87%*	85%	85%

*For first half of FY17, July through December 2016. (Figures were not available for FY16).

PATHWAYS TO LICENSURE FOR ARCHITECTS AND LANDSCAPE ARCHITECTS

MSBOA offers two pathways to licensure for architecture and landscape architecture applicants:

Initial Licensure by Examination - A candidate must obtain an accredited or approved professional practice degree, complete the internship requirements (architects only), and pass the professional licensure examination.

Reciprocal Licensure - An individual who has become initially licensed by another jurisdiction (by passage of the national registration examination) can apply for a reciprocal registration in other jurisdictions. The candidate must hold a certified record from the requisite national credentialing organization, and must meet Mississippi's education and examination requirements.

Architectural Internship

Architectural candidates are required to complete the Architectural Experience Program (AXP) (formerly the Internship Development Program) administered by NCARB. Participation in AXP provides architectural candidates with a high level of on-the-job comprehensive training, most of which occurs under the supervision of a licensed architect. This experience is essential for competent practice.

Architectural Examination

NCARB has developed an examination to test the entry-level architectural competency of candidates for licensure, known as the Architecture Registration Examination (ARE). The examination is developed under the guidance and supervision of registration boards and examination committees comprised of NCARB member board members and other architects. The ARE is the examination required by all U.S. architectural registration boards, and some Canadian provinces.

The ARE has been developed with specific concern for its fidelity to the practice of architecture; that is, its content relates as closely as practicable to the actual tasks an

architect encounters in practice. Intensive planning, testing and analysis of each and every question on the examination assure that it is psychometrically sound and legally defensible.

In addition to testing for competency in specific subject areas, member boards are aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. The examination thus attempts to determine the candidate's qualifications not only to perform measurable tasks, but also to exercise the skills and judgment of a generalist working with numerous specialists. In short, the object is to reflect the practice of architecture as an integrated whole.

The computer-based ARE is administered six days a week-Monday through Saturday. The newest version of the ARE, ARE 5.0, is a modernized exam with 6 standalone divisions that closely align with current architectural practice. Each division includes at least 80 questions, one to two case studies, drag and drop and other placement type questions. Mississippi candidates can take the examination in locations across the country, but they are offered locally in Jackson and Tupelo at Sylvan Learning Center.

The examination divisions are:

- Practice Management
- Project Management
- Programming and Analysis
- Project Planning and Design
- Project Development and Documentation
- Constructions and Evaluation

Landscape Architectural Examination

CLARB has developed an examination to test entry-level competency of candidates for licensure as landscape architects. The Landscape Architect Registration Examination (LARE) is developed under the guidance of its member boards and by member board members serving on examination committees.

The examination is based upon a task analysis of the practice of landscape architecture in the United States which is conducted every five years. The task analysis is used to update the test plan for the LARE. The results of the completed task analysis provide empirical documentation that CLARB can use as a basis for reviewing and reevaluating the existing specifications for the ARE to ensure that the examination continues to be job-related.

The LARE is a four-part fully computerized examination designed to determine whether applicants for landscape architectural licensure possess sufficient knowledge, skills and abilities to provide services without endangering the health, safety and welfare of the public.

Examination divisions are:

- Project and Construction Administration
- Inventory and Analysis
- Design
- Grading, Drainage and Construction Documentation

PATHWAY TO CERTIFICATION FOR INTERIOR DESIGNERS

Interior designers are certified through a direct registration process. This process considers their education, training and examination, without regard to licensure or certification in other states.

Certified Interior Designer Examination

CIDQ administers the NCIDQ Examination for interior designers. Successful completion of the examination leads to the respected CIDQ Certificate, the credential of choice for interior designers. One must have completed a formal course of study in interior design and a period of supervised work experience before being able to take the examination.

CIDQ continually updates the examination to be sure it closely aligns with expanding professional knowledge interior designers must have. Although interior designers must possess a wide range of knowledge, the NCIDQ Examination only tests aspects of the practice of interior design that affect the public health, life safety and welfare.

Administered over two days every six months, the NCIDQ Examination is composed of three sections:

Interior Design Fundamentals Exam

(Covers Building Systems, Construction Standards and Design Application)

Interior Design Professional Exam

(Covers Building Systems, Codes, Construction Standards, Professional Practice and Project Coordination)

Practicum Exam

(Covers Space Planning, Lighting Design, Egress, Life Safety, Restroom [Washroom] Design, Systems, Integration and Millwork Design)

NATIONAL EXAMINATIONS

For all three professions, the professional examination required for licensure or certification in Mississippi is accepted by all U.S. states in support of licensure. Once an individual has passed all sections of the examination, re-testing is not required to gain subsequent licensure in other states.

TECHNOLOGICAL EFFICIENCY

MSBOA has recently launched a new website and licensure database system. The online applications have been enhanced and brought up to current technology, and MSBOA's website has been restructured to better accomplish MSBOA's goals of efficient licensure services and outreach and education to licensees, building officials, allied professionals, consumers and aspiring licensees.

BOARD AND COMMITTEE MEETINGS

The Board of Architecture meets at least quarterly. Both the Landscape Architecture Advisory Committee and the Interior Design Advisory Committee meet two to four times per year. Additionally, staff, board and committee members attend the regional and annual meetings for the national examination and record keeping organizations for architects, landscape architects and interior designers, which will be explained more broadly in the section entitled National Credentialing and Examination Organizations.

ANTI-TRUST AWARENESS/SAFEGUARDS

The recent United States Supreme Court decision regarding the North Carolina Dental Board brought great awareness to occupational boards across the country of a board's responsibility to protect the

public – not the profession. MSBOA members are well-aware of their responsibilities in this regard. Upon appointment, members are provided with one-on-one member training to stress this very fact.

MSBOA receives oversight of all decisions – both regulatory and rulemaking – by a Special Assistant Attorney General. MSBOA’s legal counsel has advised MSBOA that the required active oversight is accomplished.

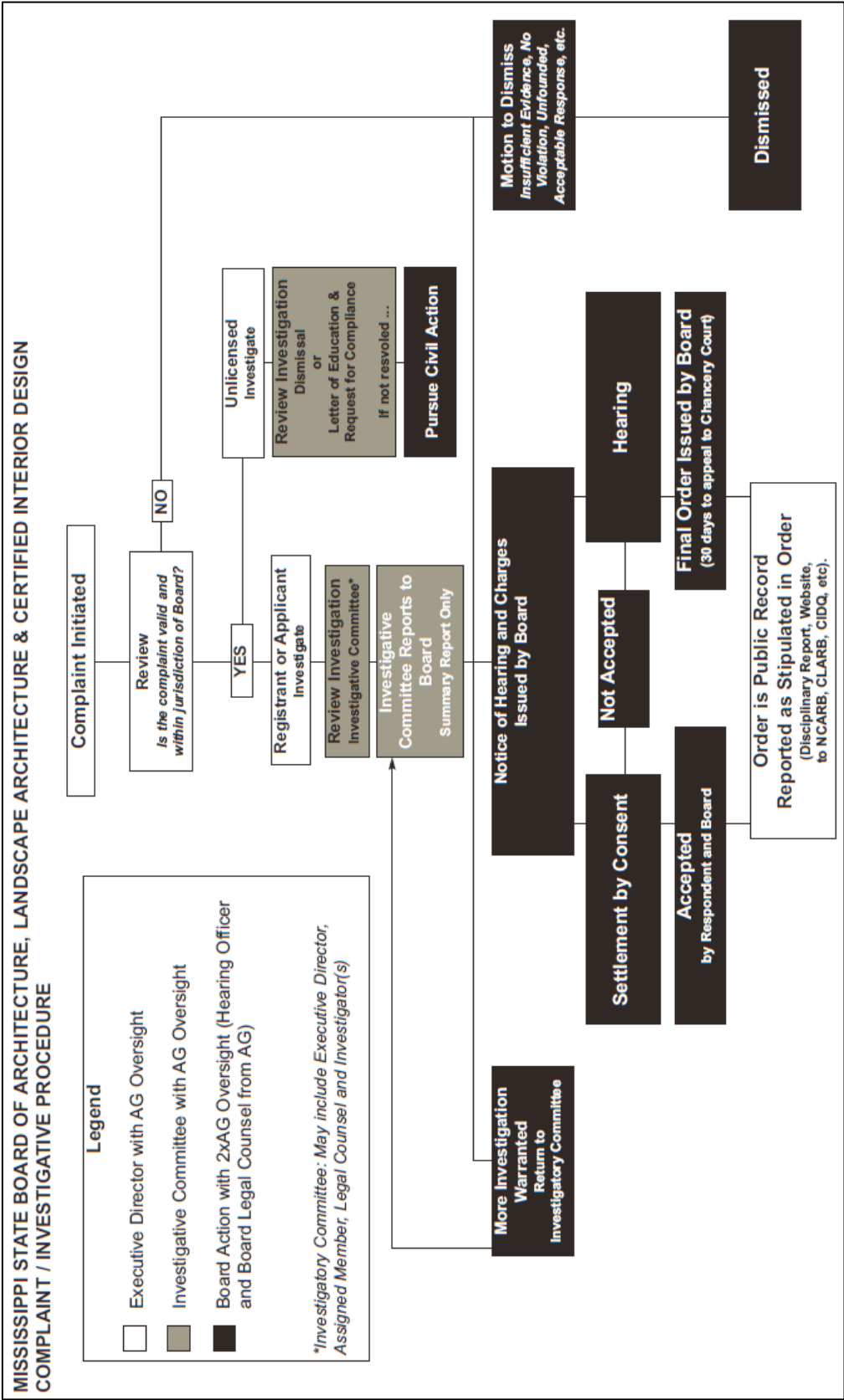
RULEMAKING

MSBOA reviews rules annually in an effort to remain current and relative to today’s practice. Rule revisions for each profession are crafted by the five-member board or committee, with oversight from a Special Assistant Attorney General. Additional legal counsel is provided by an attorney with more than 30 years of experience with MSBOA and in the construction and design industry. After final approval and adoption by MSBOA, rule revisions are provided to all registrants by electronic-mail with a request for comment or concerns. The revisions mark-up is also posted on the MSBOA website and on the Secretary of State’s Administrative Bulletin. Comments from licensees or the public are encouraged, and may lead to further revisions. Rules do not become effective until a minimum of 60 days from the date the new rules or rule revisions are issued out for comment.

REGULATION

The MSBOA complaint process ensures due process for the accused. With oversight from a Special Assistant Attorney General, and in compliance with state law, MSBOA receives complaints and adjudicates cases. The diagram on the following page provides an overview of the process.

REGULATION – DIAGRAM OF PROCESS



PROACTIVE REGULATION THROUGH OUTREACH

MSBOA is committed to providing architects, landscape architects, interior designers, students and allied professionals with educational opportunities. In doing so, MSBOA strives to prevent violations, and any resulting disciplinary actions. MSBOA's goal is safe practice – protection of the public's life, health and property. Better to prevent violations than to adjudicate them.

MSBOA presents educational information to the following groups annually:

- Mississippi State University students (architecture, landscape architecture and interior design)
- Holmes Community College students (interior design)
- University of Southern Mississippi students (architectural technology and interior design)
- Members of the Mississippi Chapter of the American Institute of Architects
- Members of the Mississippi Coalition for Interior Design
- Members of the Mississippi Chapter of the American Society of Landscape Architects
- Mississippi licensees, certificate holders, professional interns, and exam candidates
- Building Officials Association of Mississippi

MSBOA, working with the Engineers Board, continued to distribute the "Building Officials Guide to Architecture and Engineering Requirements" to building officials and allied professionals.

MSBOA continued use and distribution of the "Guide to Landscape Architectural Requirements" as an educational piece for building officials and allied professionals.

MSBOA continued to educate and meet with building officials throughout the state to discuss enforcement issues.

JOINT COMMITTEE ON BUILDING DESIGN AND CONSTRUCTION

MSBOA has formed a joint committee with members of the Board of Licensure for Professional Engineers and Surveyors (Engineers Board). This joint committee considers overlap between the professions, cross complaints, joint complaints, and other common concerns. The joint committee meets three to four times annually, and is currently in the process of preparing a comprehensive handbook for use by practitioners and building officials.

HANDBOOK ON BUILDING DESIGN AND CONSTRUCTION

Working with the Engineers Board and the Building Officials Association of Mississippi, MSBOA has made great progress on a Handbook on Building Design and Construction. The handbook is planned as a collaborative effort and is slated for possible publication in the next year. MSBOA will reach out to other collaborators as well.

NATIONAL CREDENTIALING AND EXAMINATION ORGANIZATIONS

The National Council of Architectural Registration Boards (NCARB), the Council of Landscape Architectural Registration Boards (CLARB), and the Council for Interior Designer Qualifications (CIDQ) serve as the credentialing and examination organizations for MSBOA, and in fact for all U.S. state registration boards for architects, landscape architects and interior designers. Membership in these groups is comprised of the state licensure boards for the respective professions.

Certified records, which are provided to MSBOA by these organizations in support of an application, are verified by NCARB, CLARB or CIDQ. The record documents an applicant's acquisition of an accredited or approved degree (or a specific exemption to the requirement), as well as passage of the applicable professional examination and experience requirements. In the case of reciprocal applicants, the record

documents licensure in other jurisdictions as well as any disciplinary actions taken against the applicant by another jurisdiction.

These three organizations also develop the professional licensure examinations and proctor the exams on behalf of the state boards. These professional examinations have been developed with specific concern

for fidelity to the practice; that is, the content relates precisely to the actual tasks a practitioner must be qualified to perform. Intensive planning, testing and analysis of each question on the examinations assure that they are psychometrically sound and legally defensible.

NCARB, CLARB and CIDQ have no direct regulatory function, but provide services and resources to their members, the state licensing boards, such as:

- Professional registration exams
- Record compilation and validation
- Education and internship standards
- National database of disciplinary actions against license holders
- Legislative guidelines
- Guidelines for professional conduct
- Guidelines to streamline continuing education across the country
- Coordination of reciprocity to ease/streamline the process
- International issues
- Library of resources to aid licensure boards and licensees
- Opportunities to learn from and share information with licensing boards from other states

PARTICIPATION WITH NATIONAL ORGANIZATIONS

MSBOA's participation with NCARB, CLARB and CIDQ is fostered through attendance and active participation at regional and national meetings, and through subject specific committee meetings. MSBOA's involvement in these meetings assures state representation, especially critical to the development of the examinations and the evolution of laws and rules of conduct that begin to establish nationally accepted standards.

Participation also affords staff, board members and committee members the opportunity to stay abreast of trends and activities in other states and within our region. Relationships with other state licensing boards are fostered and utilized to ensure that Mississippi remains informed of the issues affecting the practices of architecture, landscape architecture and interior design.

The most significant benefit of these organizations is access to the national exams. The cost of producing, maintaining, and proctoring these exams is shared by the 50+ members of these national organizations, and would be cost prohibitive otherwise.

NATIONAL OFFICES AND APPOINTMENTS HELD BY MSBOA MEMBERS

CLARB National Office

Christopher Hoffman, President of CLARB, CLARB Board of Directors

Bob Mercier, Director, Region 3, CLARB Board of Directors

NCARB Regional Office

Richard McNeel, Treasurer, Southern Conference of NCARB and candidate for the office of Vice-Chair

NCARB Examination Committee

Richard McNeel, Committee Chair

NCARB Continuing Education Committee
Larry Bishop

NCARB Regional Leadership Committee
Jenny Owen

NCARB Member Board Executives Committee
Jenny Owen

CLARB Member Board Executives Committee
Jenny Owen

MSBOA has a history of national leadership. Bob Luke (former member of MSBOA), Temple Barry (current member of LAAC), and Susan Case (former member of LAAC) have also served as the national president for their respective organizations.

MSBOA's success in gaining national and regional appointments and offices enables Mississippi to have a voice at the table when decisions are made regarding professional qualifications. National standards determine, to a large degree, licensure requirements in Mississippi. From education requirements to exam content, from experience requirements to professional conduct, the decisions made at the national level most certainly impact practice in Mississippi. Mississippi's members are respected nationally, and they give voice to our state's concerns through their engagement on the national and regional level.

(Travel related to elected offices and committee appointments is NOT funded by MSBOA.)

CONCLUSION

MSBOA is a committed consumer protection agency that is fiscally responsible while protecting the public through proactive licensure and regulatory efforts. MSBOA has a strong enforcement and regulatory program, a thorough application process, and a responsible educational agenda. In addition to the good work MSBOA is accomplishing in Mississippi, the members of MSBOA affect their respective practices nationally through the leadership positions they have earned.